

# Career Academy

## 2022 Summer Internship Experience

### A successful Career Academy internship:

- Allows students to apply classroom instruction and specific skills in a business setting
- Allows students to observe and use current workplace practices and technologies
- Enhances student's core workplace skills: teamwork, time management, problem solving, communication skills, etc.
- Provides students with a valuable foundation for any future career or college experience
- Enables students to earn community service hours if internship is unpaid, which may be applied toward Bright Future applications)

### Qualifications to be in the program:

- Be a registered academy junior and plan to continue in the Career Academy your senior year (Students taking an academy course as an elective are not eligible)
- Be 16 years of age or older by the first day of the internship
- Have an unweighted GPA of 2.5 or better as of the end of fall semester of your junior year
- Have a social security card or other forms indicating you are eligible to work in the United States
- Have reliable transportation to get to an internship site
- Have a referral from your CTE teacher indicating you have good attendance and behavior and have sufficient skills for an internship

### Matching you to the right internship experience:

- Career Specialists at each high school will have several worksites for applicants to consider
- Students may also seek your own internship worksite with the permission of the Career Specialist

### Paid or unpaid:

Internships can be paid or unpaid. Funding, if available, comes from the employers. Unpaid interns earn community service hours. Paid interns do not earn community service hours. Community service hours may be desirable if applying them toward a Bright Futures Scholarship application. All successful internships, whether paid or unpaid, are resumé builders.

### Internship Timeframe:

- Summer internships average 20 hours per week for 6 weeks for a total of 120 hours.
- Most internships will be from **June 6 – July 11, 2022**, though the weeks can stagger to accommodate vacations, camps, etc.
- Most businesses are willing to arrange the internship times around other paid summer jobs and obligations.
- Most summer internships are for 3 days a week, but this is flexible based on the needs of the student and business.

### What to do if interested in being considered for an internship:

- Discuss this with your family to be sure you meet the qualifications, will be available to intern in the summer for six weeks and that you have reliable transportation to get to an internship site.
- Complete the **Career Academy Student Internship Application** and **Internship Agreement Form**, obtain the original signatures necessary and give it to your Career Specialist by **January 21, 2022**.
- Submit a **Resumé** to your Career Specialist by **February 11, 2022**.
- Interviews will be arranged by the Career Specialist in March-April. If you are not informed about this, contact your Career Specialist to see when your school's dates will be.
- Though we will do our best, we cannot ensure that all students wanting an internship will be able to get one through us or whether they will be paid or unpaid.

### Responsibilities if you obtain an internship:

- Fulfill the tasks of the internship in a professional manner following all rules and regulations of the worksite.
- Katie Maltby, District CTE Program Specialist, will be your contact during the summer. Should any issues, concerns or questions arise, it is your responsibility to communicate these in a timely manner to:  
[Katie.Maltby@stjohns.k12.fl.us](mailto:Katie.Maltby@stjohns.k12.fl.us) W (904) 547-4872
- You and the intern supervisor will complete and send a weekly **Timesheet/Evaluation** to [Katie.Maltby@stjohns.k12.fl.us](mailto:Katie.Maltby@stjohns.k12.fl.us).
- You will complete an **Internship Summary PowerPoint** containing at least 3 photos about your internship experience. The PowerPoint is due by **August 1, 2022**, to [Katie.Maltby@stjohns.k12.fl.us](mailto:Katie.Maltby@stjohns.k12.fl.us) and your Career Specialist. For those in unpaid internships, you will not receive community service hours if you do not submit an Internship Summary PowerPoint and all Timesheets/Evaluations by **August 1, 2022**.
- Most students will provide a presentation about their internship experience at an advisory board meeting during the following school year, so be sure to include relevant details that highlight the overall experience.



CAREER ACADEMIES

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## 2022 Summer Internship Timeline

### *Phase 6: June-July*

Interns complete 120 hours over 6 weeks, preferably from June 6 – July 11, 2022, though this is flexible. Students complete a final **Internship Summary PowerPoint** with photos by **August 1<sup>st</sup>** and submit it to Katie Maltby. Students who are in unpaid internships will then receive a letter documenting their community service hours.

### *Phase 5: May*

Interns will contact the business to establish a date and time at the business site for an orientation meeting and complete and submit the **Intern Orientation Form** to Katie Maltby at [Katie.Maltby@stjohns.k12.fl.us](mailto:Katie.Maltby@stjohns.k12.fl.us) by **June 3<sup>rd</sup>**.

### *Phase 4: March-April*

Intern applicants have **Real Interviews** with employers in March and April. Final intern selections are determined, and both the intern and employer are informed.

### *Phase 3: March*

All CA juniors receive training on **Interviewing Skills** in **March 2022**. Students who complete intern applications must participate in **Mock Interviews**.

### *Phase 2: February*

All CA juniors receive training on **Writing Resumés & Cover Letters** by **February 4<sup>th</sup>**. Intern applicants must submit **Resumés** and **Cover Letters** to their Career Specialists by **February 11<sup>th</sup>**. The Career Specialists will forward them to the District CTE Office.

### *Phase 1: January-February*

All CA juniors complete a **Summer Internship Overview** by **January 14<sup>th</sup>**. **Application and Internship Agreement Forms** will be distributed. Deadline for the forms to be turned into the school's Career Specialist is **January 21<sup>st</sup>**.



## Career Academy Student Internship Application

Dear Academy Juniors and Parents,

We are in the process of developing our internship sites for Summer 2022. All interested, eligible students who want to have an internship related to their academy field of study should complete this form. Internships help students to:

1. Refine career interests and aptitudes.
2. Be accepted into college.
3. Obtain a job in the future.
4. Spend the summer in an interesting and constructive way.

The internship will be for 20 hours a week for six weeks from approximately June 6 – July 11, 2022. We will do our best to work the times and days around any paid jobs that students may have but the employers must agree to this. Traditionally, about ½ of the internships are paid and ½ are unpaid. Unpaid interns earn community service hours that can count toward their Bright Future scholarship application.

To be considered for an internship, please complete this form and return it to your Career Specialist by **January 21, 2022**.

### **Please type unless a signature is requested**

Your Name: \_\_\_\_\_ School: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Academy Name: \_\_\_\_\_

Are you currently a junior? (\*Only juniors are eligible) Yes  No  Age as of June 6, 2022 (Must be 16 or older) \_\_\_\_\_

Number of absences during fall semester 2021: \_\_\_\_\_ Number of tardies during fall semester 2021: \_\_\_\_\_

Number of disciplinary actions during fall semester 2021: \_\_\_\_\_ Unweighted GPA as of fall 2021: (Must be 2.5 or higher) \_\_\_\_\_  
(Found on your report card for fall semester 2021)

Industry Certifications Earned: \_\_\_\_\_

Do you have reliable transportation to get to your internship? Yes  No

What is the longest time you are willing to drive to an internship placement: \_\_\_\_\_

Job titles related to your academy field for which you want to be considered: \_\_\_\_\_

Employers related to your academy field for which you want to be considered: \_\_\_\_\_

Specific skills you have that relate to your internship interests: \_\_\_\_\_

Are you able to intern 20 hrs. weekly for six weeks in summer 2022? Yes  No

\_\_\_\_\_  
Student signature indicates you wish to be considered for an internship and the information on this form is factual.

\_\_\_\_\_  
Parent signature indicates that you support your child's desire for an internship and that they will be available to intern for 6 weeks.

\_\_\_\_\_  
Academy Teacher signature indicates you feel this student is ready for an internship and that the information shared is accurate.

\_\_\_\_\_  
\*Guidance Counselor signature indicates the GPA, attendance, disciplinary and tardiness information is accurate.

**Disclaimer:** The School District will do its best to obtain internships for all eligible students who want an internship, but it is ultimately the employers who will decide whom they want, so we cannot promise an internship to any particular student.

